



Employee Town Hall Meeting - National Capitol Region

Your New Employee ID – *LincPass*





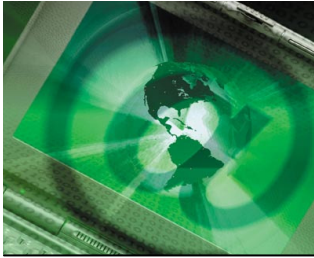
Agenda



- ☐ **Why** you are getting a new ID card (“LincPass”)
- ☐ **About** the LincPass
- ☐ **How** you will get the LincPass
- ☐ **Where** you can get the LincPass
- ☐ **When** you will get the LincPass
- ☐ **Timeline** and Status of HSPD12 at USDA
- ☐ **FAQ’s** - Frequently Asked Questions

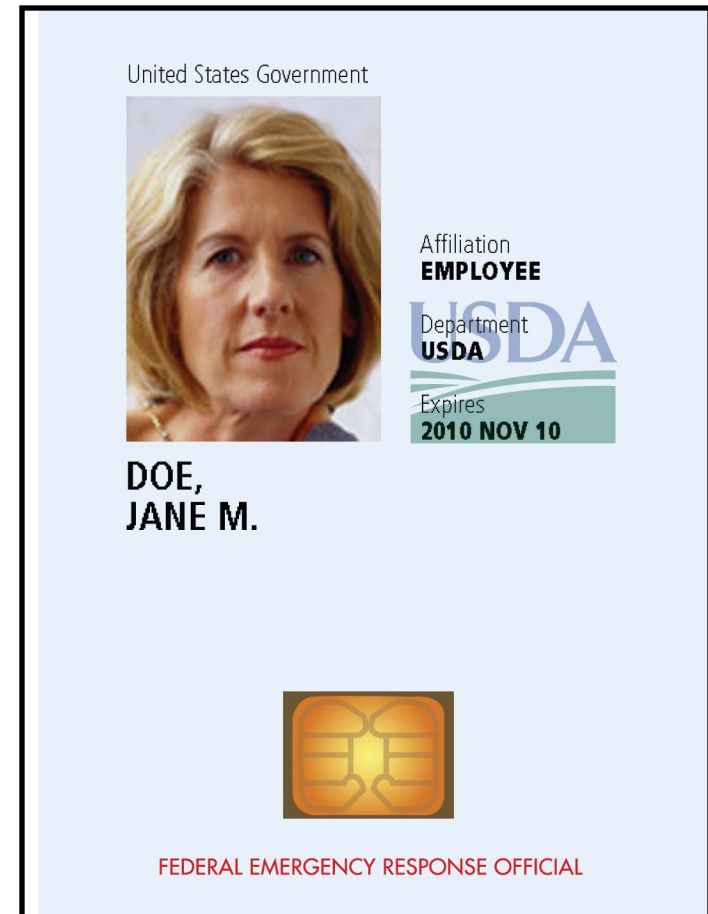


Why You Are Getting a New ID Card (“LincPass”)



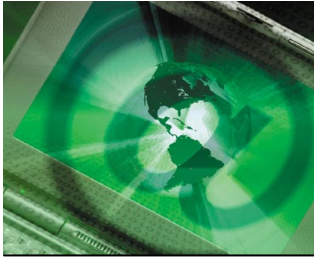
Why you are getting a new ID card

- ☐ It's a Presidential mandate – Homeland Security Presidential Mandate 12 (HSPD-12)
- ☐ The Federal government has been directed to establish a “Common Identification Standard for Federal Employees and Contractors”
 - ☐ Standardize the application/issuance process
 - ☐ Standardize the ID card
- ☐ All Departments and Agencies must comply with the mandate.





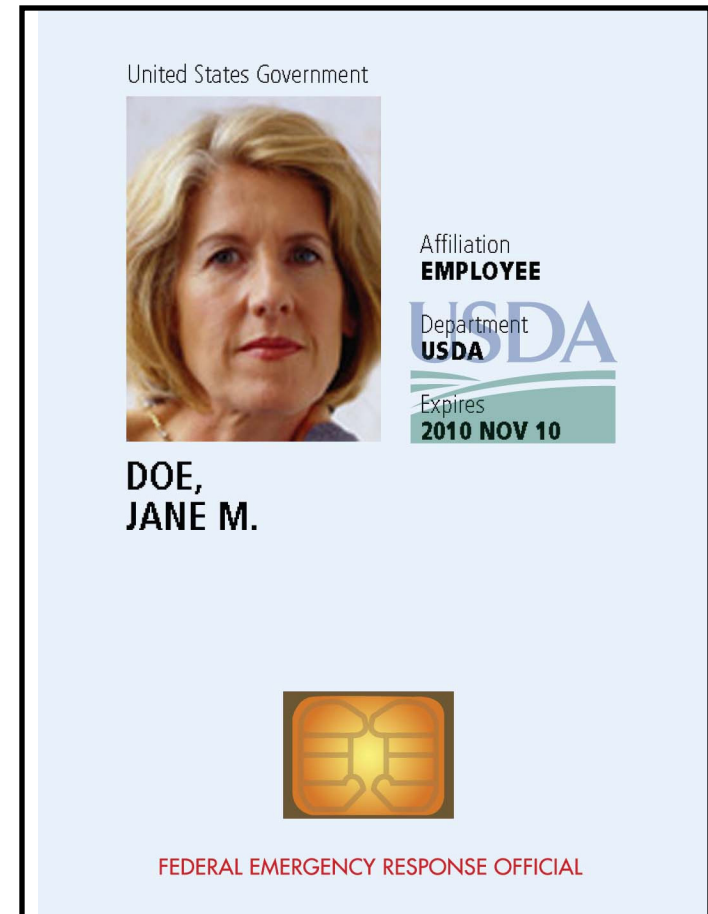
About the LincPass



About the LincPass



- ☐ All applicable employees, contractors and affiliates must possess the card by **October 27, 2008.**
- ☐ Named “LincPass” in honor of President Abraham Lincoln
- ☐ Based on “smart card” technology – computer chip embedded in card.
- ☐ Card will eventually be used for building and computer system access.
 - ☐ Computer system access by **October 2009**
 - ☐ Building system access by **October 2011**



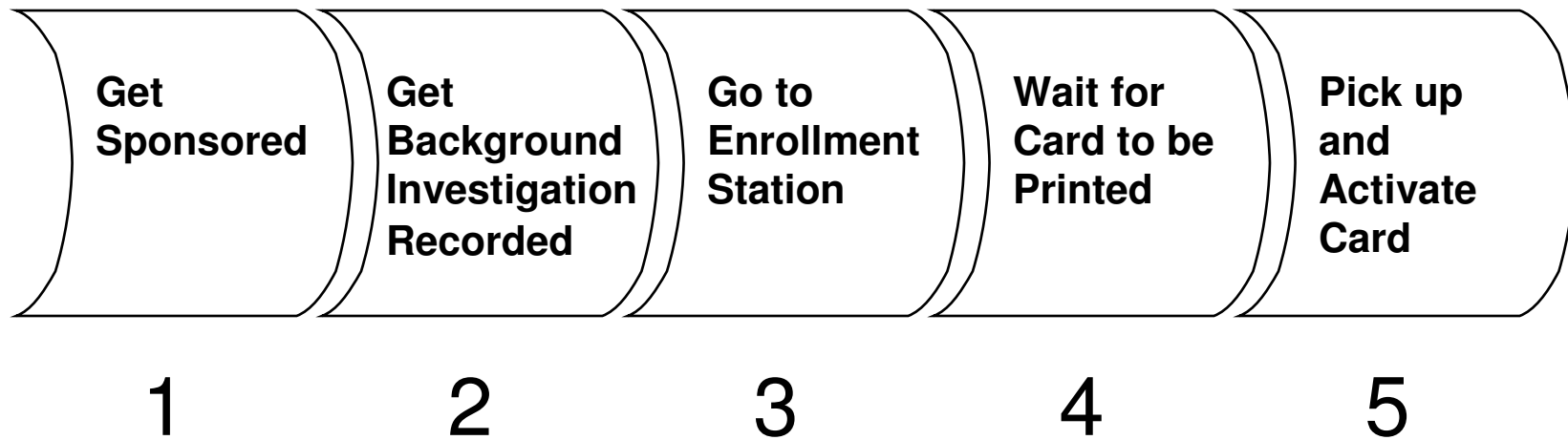


How You Will Get the LincPass



How you will get the LincPass

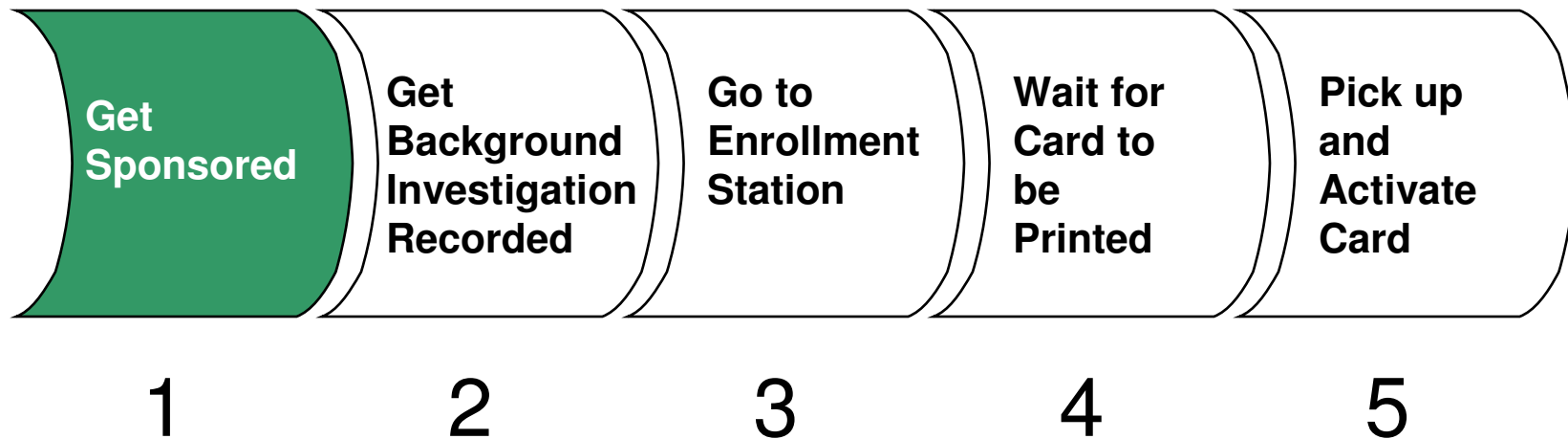
5-step process:





How you will get the LincPass

Step 1: Get Sponsored





Step 1: Get Sponsored

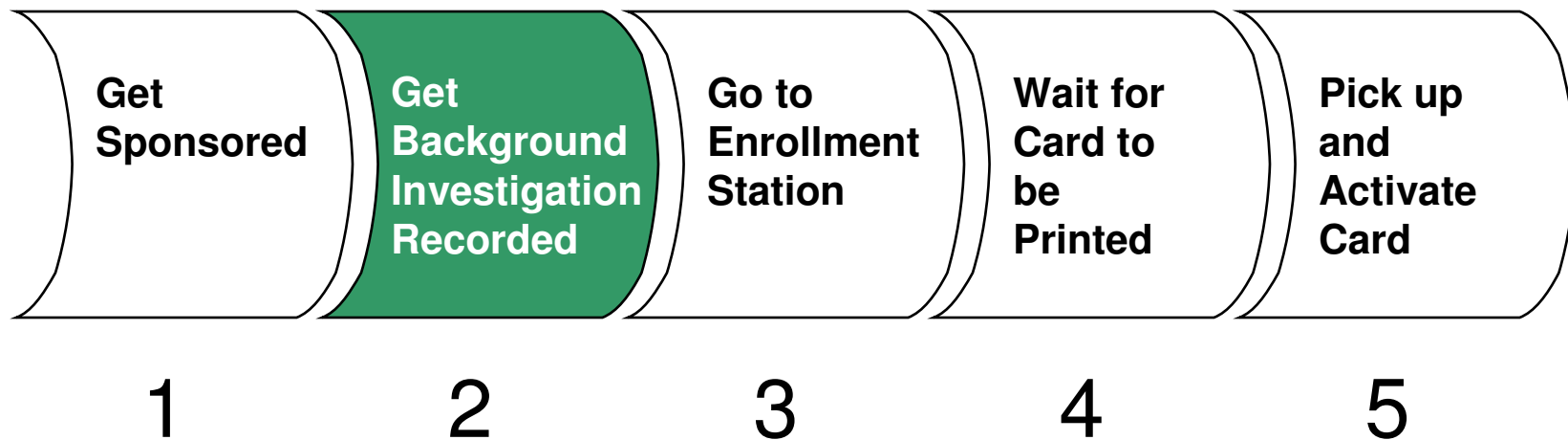
- ☐ Sponsorship is done “behind the scenes”
- ☐ Generally, it’s Human Resources confirming all required data is present and in the right format to be transmitted
- ☐ You may receive a phone call or an email asking you to contact HR and confirm items of data (i.e. what is your full middle name if only your middle initial is on record)

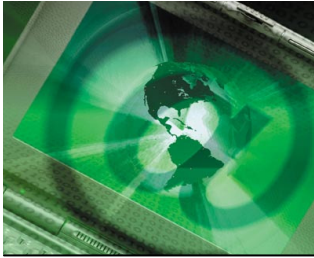




How you will get the LincPass

Step 2: Get Background Investigation Recorded





Step 2: Get Background Investigation Recorded



- ☐ HSPD-12 requires card holders to have a successfully adjudicated background investigation (BI) **on record or scheduled**.
- ☐ BI must be a National Agencies Check with Inquiries (NACI) or higher.
- ☐ If you have a BI on record – you do not have any action to take with this step
 - ☐ There is not an “expiration date” on NACI’s – if you have one from 20 years ago, you meet the criteria.
- ☐ **If you do not have a BI on record, one must be initiated on you**
 - ☐ Applicant must also have a FBI check recorded.

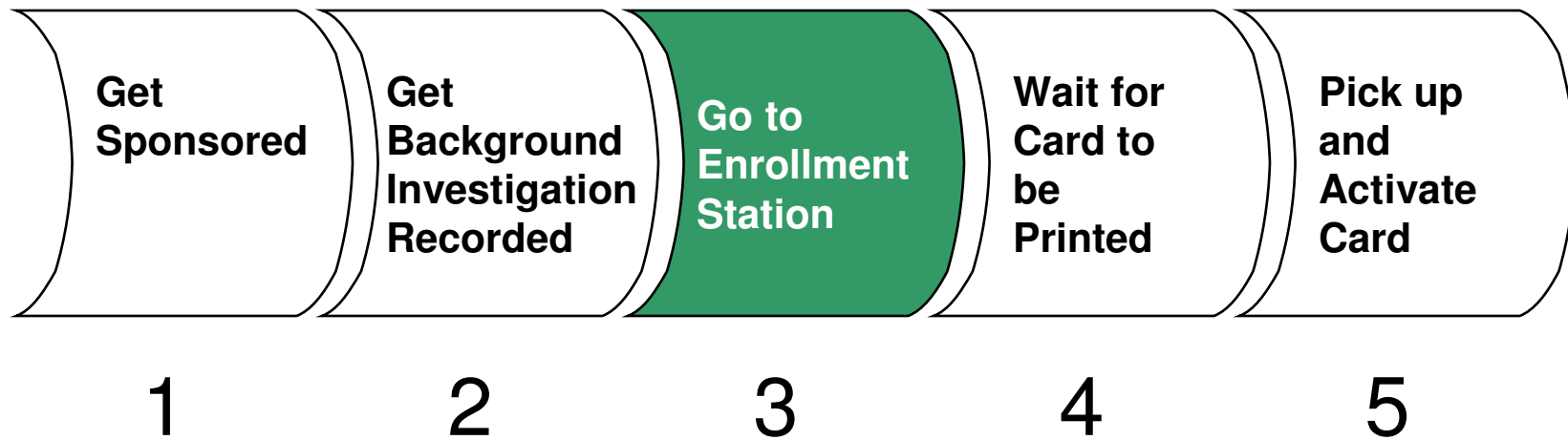


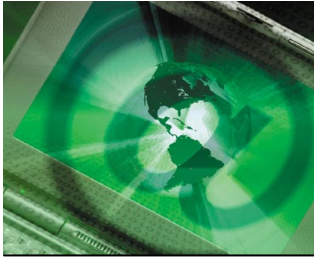
**Electronic
Questionnaires for
Investigations
Processing**



How you will get the LincPass

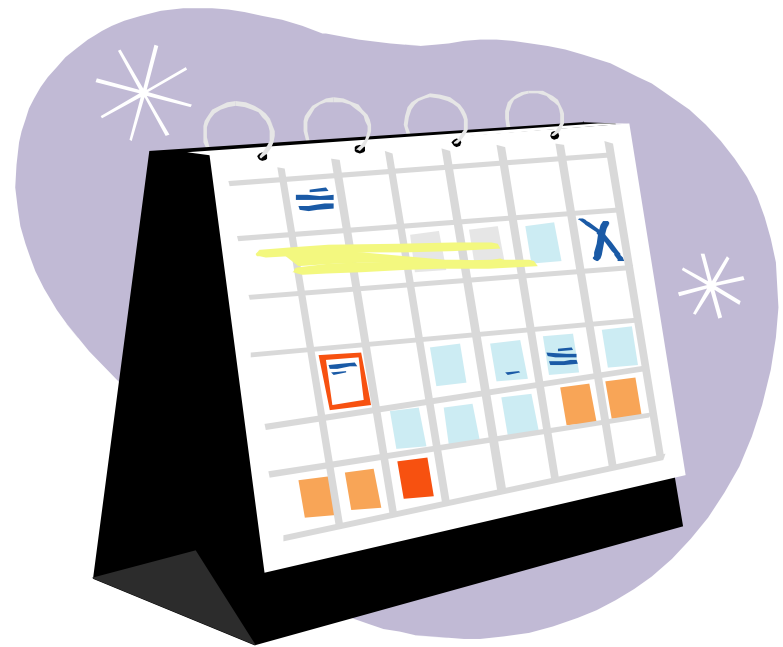
Step 3: Go to Enrollment Station

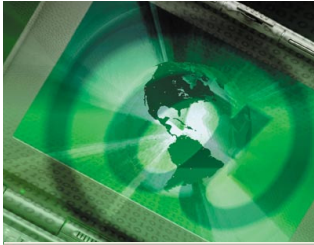




Step 3: Go to Enrollment Station

- ☐ Once your sponsored data is transferred to HSPD-12 system, you will receive an email from GSA Managed Services Office (MSO) asking you to schedule an enrollment appointment.
- ☐ **NOTE:** Make sure we have your current email address/phone number (update in eAuth or EmpowHR Self-Service – see handout for instructions for eAuth)
- ☐ You will be able to select an enrollment station location and a 15-minute time slot for your appointment.





Step 3: Go to Enrollment Station, cont.

GSA General Services Administration

010000010111001101100110110101011100100110010101100101
0100101010001001001001001001001001001001001001001001001
01000101010001001001001001001001001001001001001001001001
EDS ASSURED IDENTITY

GSA Online Scheduling System - First Time Users [Click Here](#) to Register.

Please Log In

Username

Password [Sign In](#)

☐ Remember my username and password. ([What's this?](#))


If you forgot your password, [click here for password help](#).


WARNING! THIS SYSTEM IS FOR AUTHORIZED USE ONLY!
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

NOTE: Do not attempt to use eAuthentication login and password here. You must create a new account.



Step 3: Go to Enrollment Station, cont.

**General Services Administration**

**EDS ASSURED IDENTITY**

Applicant Registration - Contact Information

Please provide the following contact information for your account.

*First name

*Last name

*Email

Email format Plain text ▼

*Phone ext

* Items marked with an asterisk are required

Once you create a new login and password you will be taken directly into the scheduling tool and you can make your enrollment appointment.



What Happens at Enrollment Station?

- ☐ You will be asked to provide 2 forms of ID (see list of acceptable forms)
 - ☐ One must be a government issued photo ID (i.e., passport, state drivers license, military ID)
 - ☐ Documents will be scanned into HSPD-12 system

- ☐ You will be asked to submit fingerprints for scanning
 - ☐ Everyone submits full 10 finger “slap”
 - ☐ Everyone submits 10 “rolled” fingerprints

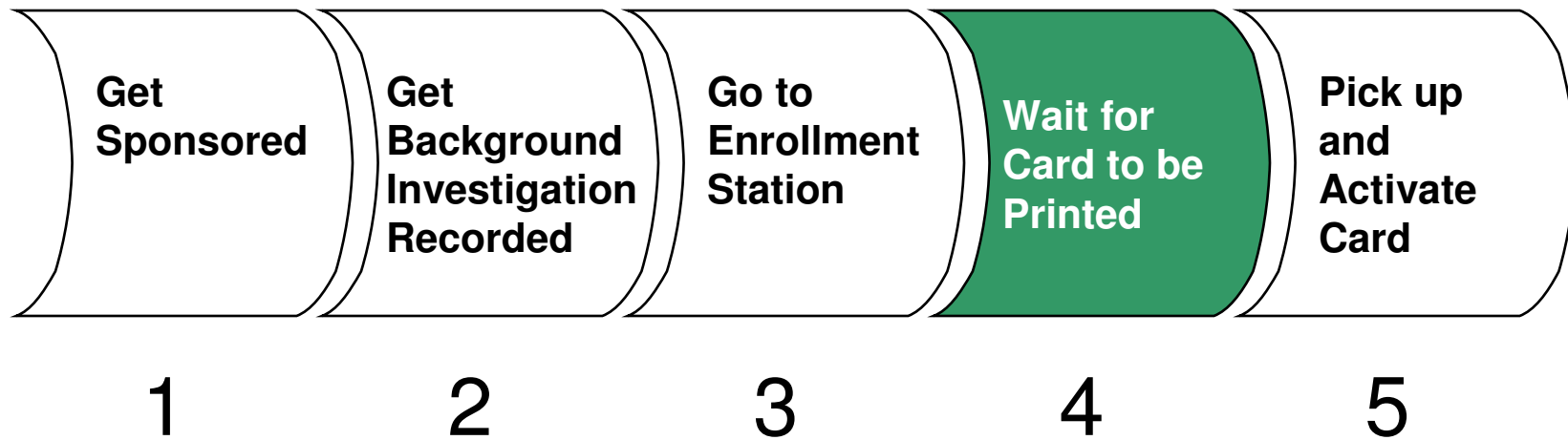
- ☐ You will take a digital photo





How you will get the LincPass

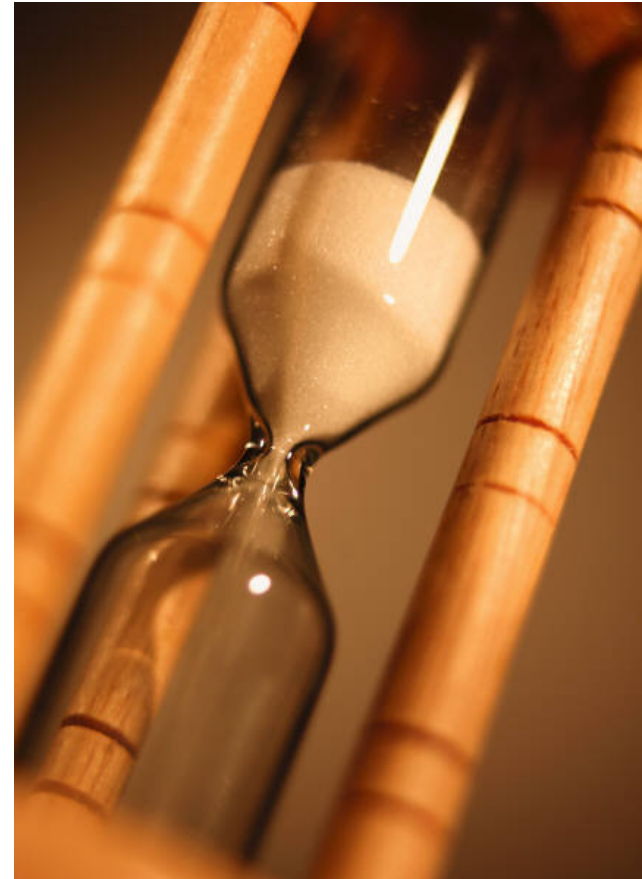
Step 4: Wait for Card to be Printed

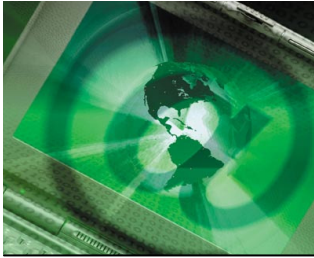




Step 4: Wait for Card to be Printed

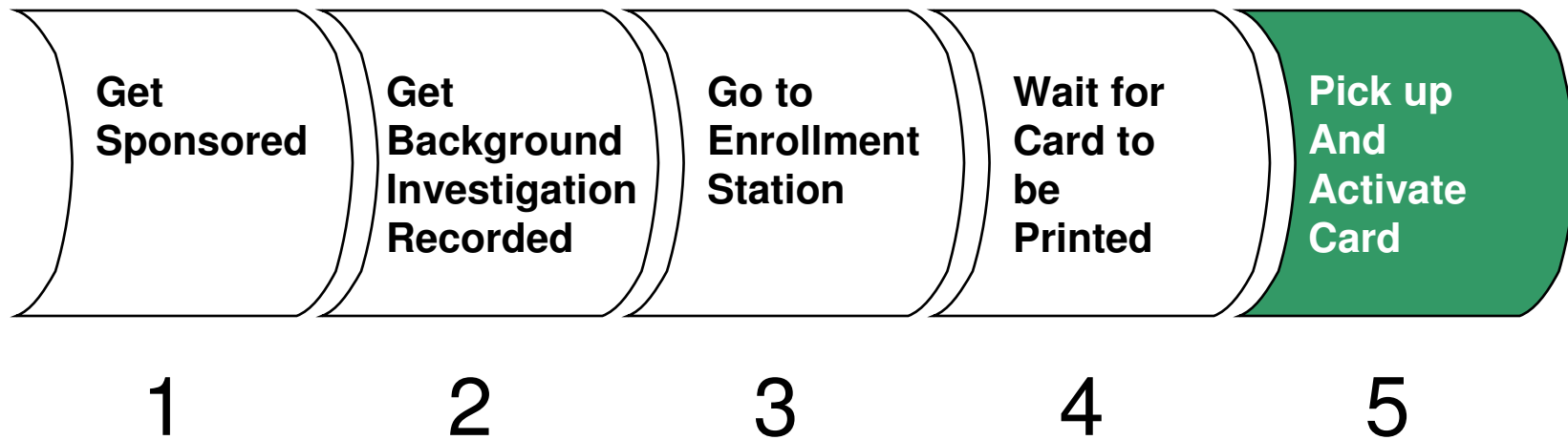
- ☐ Cards are being printed from a central facility and mailed back to enrollment station
- ☐ Cards will not be printed until first 3 steps complete
 - ☒ Sponsorship data transferred
 - ☒ BI adjudication results / confirmation that BI has been initiated
 - ☒ Identity documents and fingerprints captured
- ☐ Turn around time is expected to be about **5 working days**





How you will get the LincPass

Step 5: Pick up and Activate Card

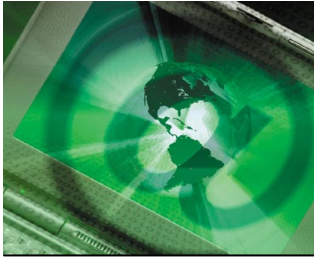




Step 5: Pick up and Activate Card

- ☐ **Activation is expected to take less than 10 minutes – no appointment required.**
- ☐ You will be notified via email when your new LincPass is available for pickup and activation.
- ☐ Current process is to go back to the enrollment station to retrieve the LincPass
 - ☐ You must show 1 form of photo ID to retrieve the card
- ☐ Eventually, additional activation stations will be acquired and disseminated to locations beyond the enrollment center for more convenient activation.





Step 5: Pick up and Activate Card, cont.

- ☐ You will be directed to a self-service activation station located within the enrollment center
- ☐ To activate the card you will:
 - ☐ Insert card into reader
 - ☐ Submit single fingerprint for comparison to encrypted image on chip
 - ☐ Create 6-8 digit numerical PIN
 - ☐ Sign receipt for card





Emails to Watch For:

☐ Email #1

- ☐ From: GSA Managed Services Office (MSO) (admin@FedIDCard.gov)
- ☐ Purpose: To ask you to schedule enrollment

☐ Email #2:

- ☐ From GSA Managed Services Office (MSO) (admin@FedIDCard.gov)
- ☐ Purpose: To let you know your LincPass is ready for pickup and activation.

☐ Email #3

- ☐ From: HSPD-12 Program Team ([RA.COFORTCOL3.HSPD12](#))
- ☐ Purpose: Any other program-level communication



Where You Can Get the LincPass



Where the USDA-Hosted Enrollment Stations will be in the NCR



☐ **South Building (4 stations)**

☐ 1400 Independence Avenue SW
Washington, DC 20250

☐ **Riverdale (1 station)**

☐ 4700 River Road, Riverdale, MD 20737

☐ **Beltsville (1 station)**

☐ 10300 Baltimore Avenue, Beltsville, MD 20707

☐ **Plus: 13 additional Shared Stations (i.e., available to USDA employees, but hosted by other Departments in their buildings)**

(see <http://www.fedidcard.gov/deployoss.aspx> for deployment schedule of locations outside of NCR – updated weekly)

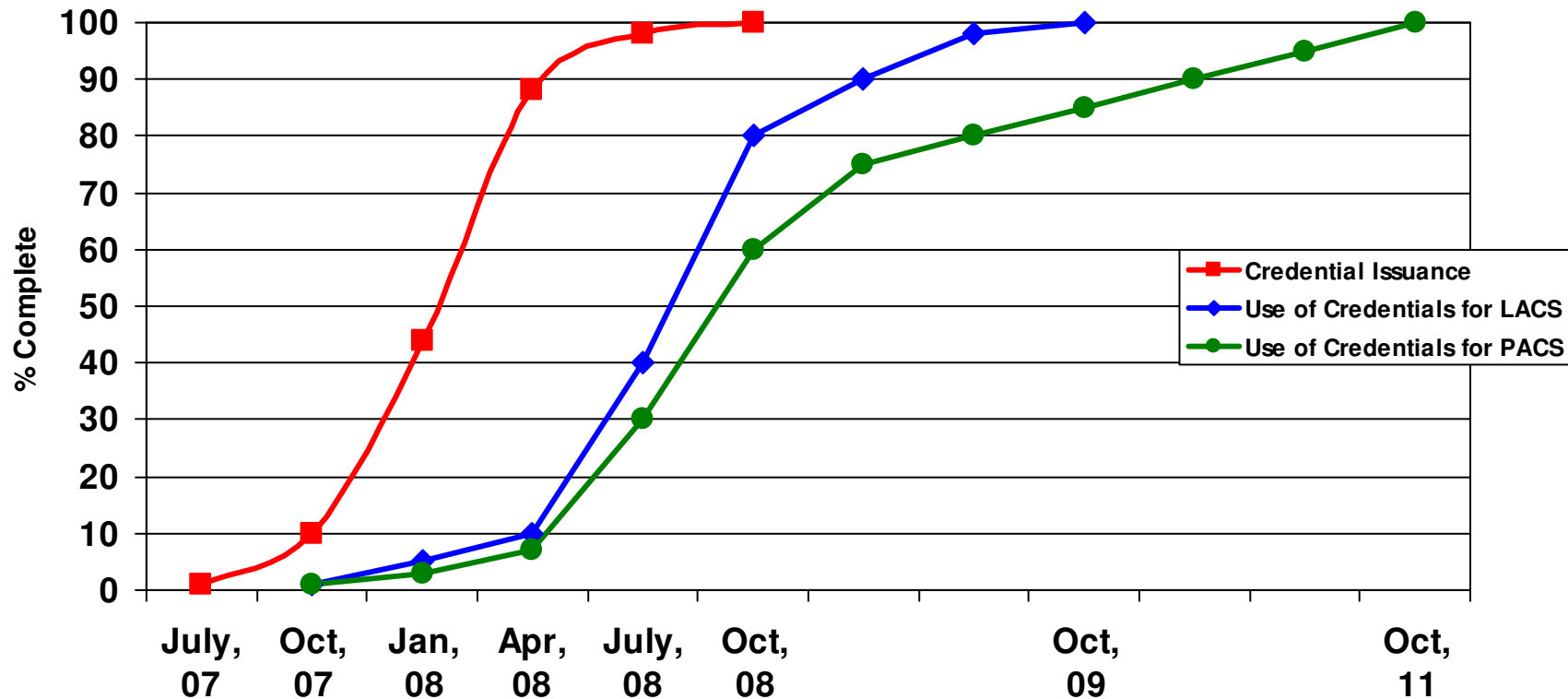


When You Will Get the LincPass



When You Will Get Your New LincPass

The deadline for compliance with HSPD12 is **October 2008**. All employees in each department and government agency are required to have a valid badge by that time.





When You Will Get Your New LincPass, cont.



- ☐ 600 USDA employees are participating in a pilot in the National Capitol Region (NCR) as we speak
- ☐ These employees are from:
 - APHIS (including AMS and GIPSA)
 - DASO (all offices)
 - FS
 - FSA (including FAS and RMA)
 - NRCS
 - RD (including RHS, RUS, RBCS)
- ☐ These 600 employees have already begun enrolling for the card
- ☐ All Agency Human Resources departments are identifying and preparing the next batches of records to process – first enrollments will start in September



When You Will Get Your New LincPass, cont.

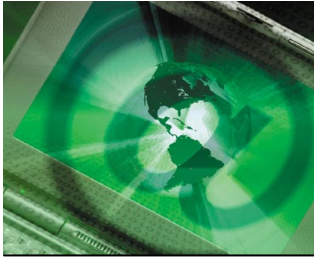


- ☐ There are approximately 15,000 USDA employees in the National Capitol Region (NCR)...
- ☐ 70+ other Departments and Agencies are also using these same enrollment stations...
- ☐ Your records have to be sponsored and sent to GSA to start the process...

In other words – **BE PATIENT!**

- ☐ Hundreds of you will receive a card every month.
- ☐ It will take the rest of the time allotted to get everyone through the process.





FAQ's (Frequently Asked Questions)





Frequently Asked Questions

Sponsorship Step:

- ☐ Is this new card mandatory?
- ☐ Is every employee getting a LincPass?
- ☐ What personal data is being submitted?
- ☐ Will retirees need this card?

Background Investigation Step:

- ☐ I obtained a background investigation when I was initially hired. Will I have to do one again?
- ☐ What happens if I don't pass the background check?



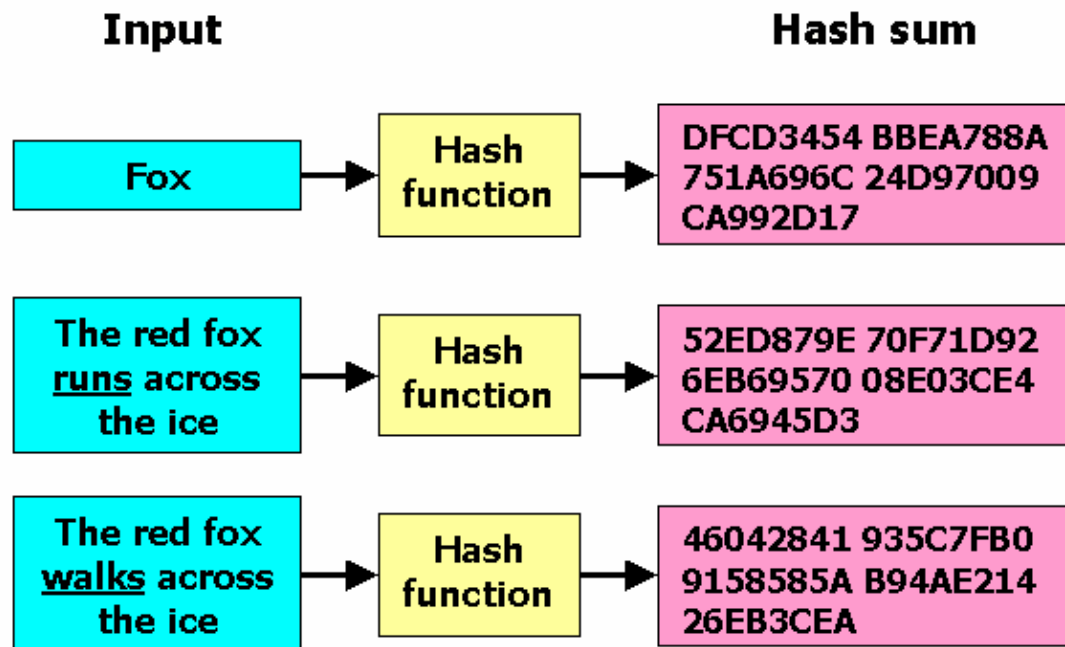
Frequently Asked Questions, cont.

Enrollment Step:

- ☐ Since I have to make a special trip to the enrollment center, how is my time accounted?
- ☐ What if I'm out of the office during the enrollment process?
- ☐ Why do I have to submit all my fingerprints?
- ☐ How are my fingerprints and personal data protected on the card? (see next slide for graphic)



How the Biometrics are Secured



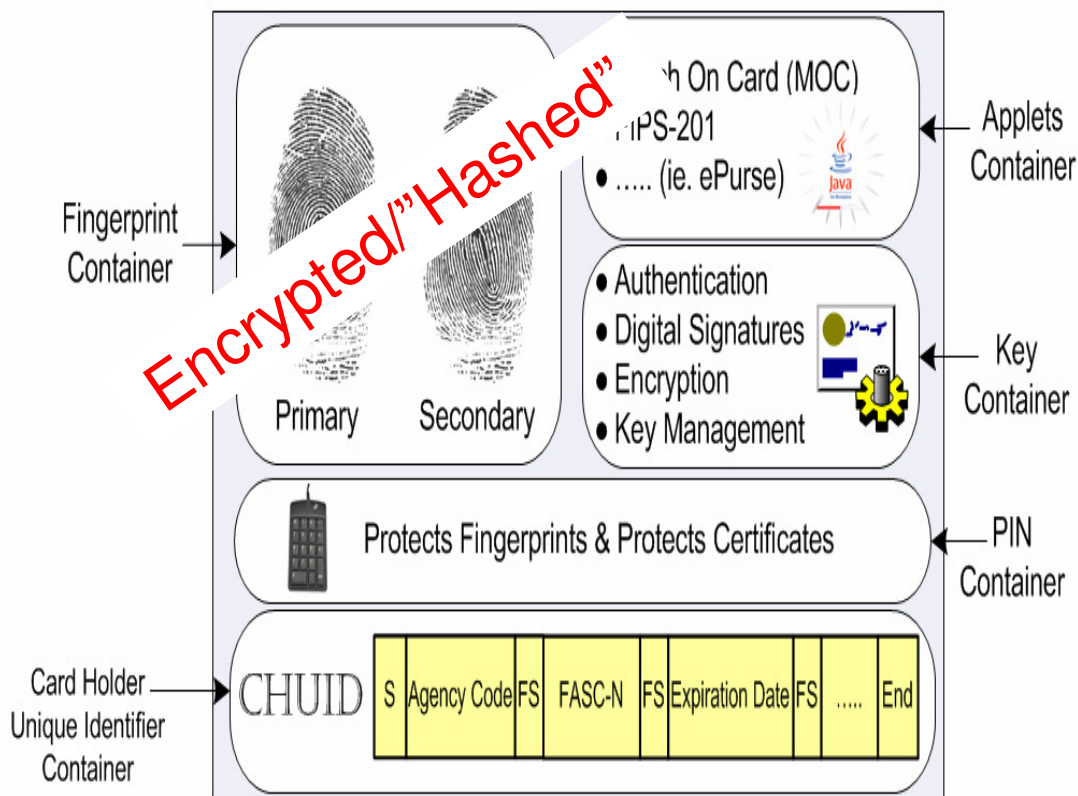
• *The fingerprint data is converted via a “hash” function (mathematical algorithm) into a long string of random-looking letters and numbers.*

- Note that the hash sums are the same size, no matter how long or short the input.
- Also, the hash sums look very different even when there is only slight differences in the input.
- Hash algorithms cannot be reversed.

Graphic courtesy of Wikipedia



What information is on the microchip?



Example of information contained on microchip

- **Fingerprint images;**
- **Personal Identification Number (PIN);**
- **Digital certificates/keys;**
- **Card Holder Unique Identifier (CHUID).**



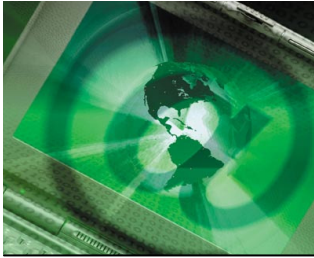
Frequently Asked Questions, cont.

Printing Step:

- ☐ Why do I have to wait for the card to be printed? Can't they put a printer onsite?

Activation Step:

- ☐ Why do I need to make a second trip to activate the card?
- ☐ Since I have to make a special trip back to the enrollment center, how is my time accounted?
- ☐ Do I have to schedule an appointment to pick up and activate the card?
- ☐ Can I go to any enrollment center to activate the card?
- ☐ Is there a timeframe by which I need to pick up the card?



Frequently Asked Questions, cont.

Card Management:

- ☐ What happens if I misplace or lose my card?
- ☐ What if my current ID card expires before I am notified to get the new card?
- ☐ What do I do with my old ID card once I get the LincPass?
- ☐ How long is this card good for (expiration date)?
- ☐ What happens to my card if I transfer to another Department?

Computer Access (Logical Security)

- ☐ When the time comes that I need this LincPass to get into my computer, what happens if I forget my badge at home?
- ☐ What additional equipment will I need to use this new LincPass with my computer?
 - ☐ When will I receive it?
 - ☐ Who is paying for it?



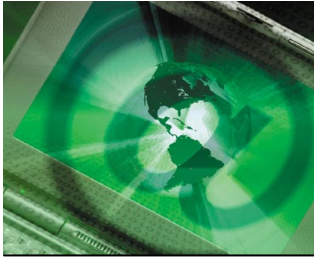
Frequently Asked Questions, cont.

Building Access (Physical Security)

- ☐ If my building currently has a security system that requires me to “badge in/out”, and it has not been upgraded to accept the new LincPass, am I going to have to carry two badges?
- ☐ When the time comes that I need to use this LincPass to get into the building, what happens if I forget my badge at home?

Other:

- ☐ How much does this LincPass cost? Who paid for it?
- ☐ Will USDA use this card to track my whereabouts?
- ☐ Have labor unions been notified about this directive?
- ☐ How will employees in remote areas get the card?
- ☐ When will contractors begin receiving the card?
- ☐ Are affiliates (i.e., volunteers, visiting scientists, reporters, etc.) getting a LincPass?



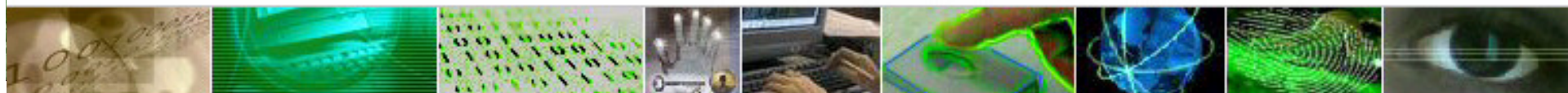
Need More Information?

- ☐ Send us your question via email at HSPD12@ftc.usda.gov
- ☐ Visit our website at <http://lincpass.usda.gov>
- ☐ Visit GSA's USAccess website <http://fedidcard.gov> (enrollment station locations)



United States Department of Agriculture

Homeland Security Presidential Directive (HSPD) 12

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HSPD-12

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- ▶ [Non-Employee Information](#)
- ▶ [Administrative Roles](#)
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- ▶ [Enrollment Station Deployment Information](#)
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Welcome

This Web site is your resource for details on USDA's phased transition to the LincPass – the new employee and contractor identification card. This effort is part of the entire Federal Government's move toward compliance with the President's Homeland Security Presidential Directive 12 (the Common Identification Standard for Federal Employees and Contractors), commonly known as HSPD-12.

If this is your first time learning about the LincPass and HSPD-12, please go to "[About HSPD-12](#)" in the navigation bar above for a brief introduction and overview of the program.

What's New

- **Events:** [LincPass Information Session for Employees](#)
- **Newsflash:** [How Is My Personal Information Protected on my LincPass?](#)
- [LincPass Presentations](#)

I Want To...

- [Get a LincPass](#)
- [Contact Agency Lead](#)
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- [View Newsflashes](#)
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See Also

- [Common Questions](#)
- [Glossary](#)

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